Canto Guide for Upload Links

> ⊘ Get Started!
> - Get familiar with the configured Keywords and Custom Fields documented in our **Canto Configuration Guide**.
> - Always fill out Keywords and Custom Fields first before adding additional Tags.
> - Review our **Canto Best Practices Guide** to learn about Do's and Don'ts about applying metadata to your assets.

What are Upload Links?

Upload Links are a feature of Canto that allow for Consumers and other external users to upload assets into Canto, without the need of a Contributor license. The Upload Link creates a separate repository outside of the main Canto Library. Any assets uploaded into the Upload Link are held there for review by a Canto Administrator. This allows an assigned administrator to review any imported assets prior to publishing them out for Consumer use, and grants the administrator the ability to properly sort the assets into their recommended folder and album.

Who can request an Upload Link?

Upload Links have been created on a departmental basis (i.e., one for Digital Strategy and Marketing, another for Study Abroad, another for Nursing, etc.), but administrators add *individuals* to access the Upload Link. Thus, there can be 5 users of the Nursing Upload Link. Each user gets a unique URL to upload into that one Upload Link, rather than one general URL for the entire Upload Link (i.e., each of the 5 users will get their own link to upload into the Nursing Upload Link, rather than there will be a generic Nursing URL that anyone can upload to).

Access or the creation of an Upload Link can also be requested for external users (like photographers departments often work with) to allow them to import assets into the Library, which may provide for a more efficient workflow.

How can I get access to an Upload Link?

Upload Links are created as requested; if an Upload Link already exists, the team may simply grant your account access to upload into an existing Upload Link. A process has been defined in the Canto Resources website where you can learn about how to request access to a link.

Access the Upload Link

- Once your Upload Link is created, you will receive an email notification (similar to the one below) with a custom URL that only *you* can access to upload assets into that area.
- The Upload Link will not expire, so you can visit it anytime you want to import more assets.
- You will need to keep this email saved for reference or bookmark your unique URL on your browser or desktop so that you can revisit it.
- It is important you do not share this link with anyone. It is created uniquely for you, and any assets uploaded using that link will tie back to you.

- If someone else would like to upload assets into the same Upload Link, they can contact cantoadmin@uiwtx.edu so that they can receive their own unique URL.
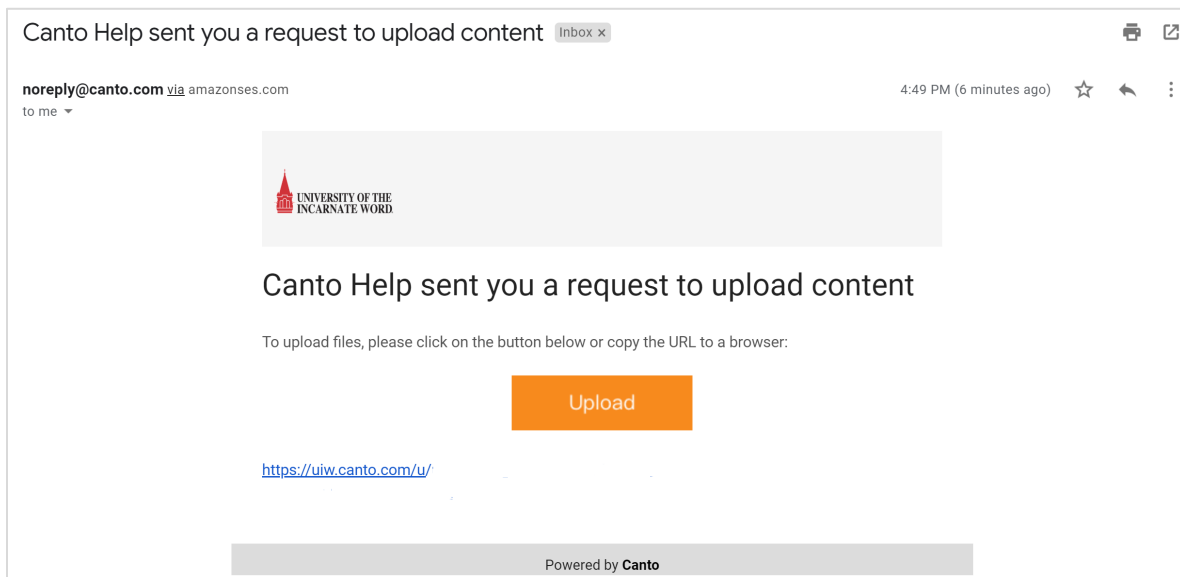
How to Upload Files

- Click the Upload button from the email you received, or access your Unique URL if you have it saved by a bookmark/shortcut.
- You will see a very minimal screen that only contains an [+ Upload Files] button
- Click on the button and select any assets you wish to upload
  - You will not be able to select a folder, rather you'll need to select all assets inside of a folder if you wan to upload in bulk.
  - It is recommended that you upload assets in groups of related content (i.e., all images of the Fall 2019 Move In) so that it's easier for you to add metadata in bulk.
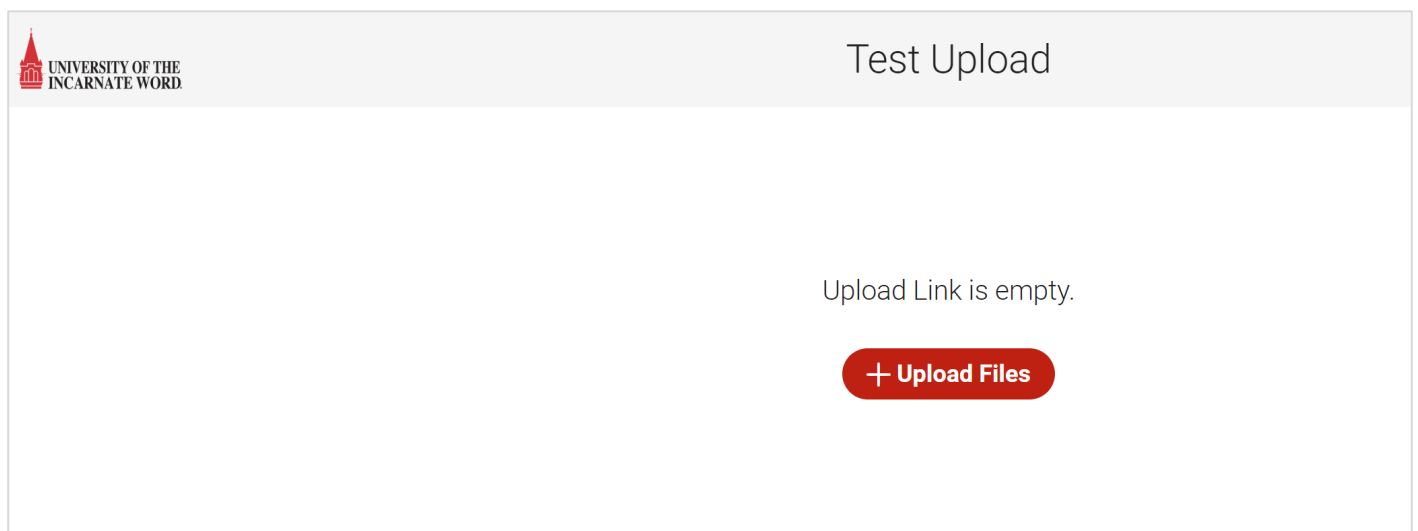
How to Add Metadata

- After your upload completes, you will be prompted with a **Add Metadata** pop-up where you will select all of the keywords, tags, and other metadata that apply to the assets you have uploaded.
- Keep in mind if you have uploaded a bulk of assets, the metadata will apply to *all* of the loaded assets, so if you uploaded images from 2 different events (Fall 2019 Move In and Fall 2020 Move In) you would want to add the metadata that would apply to *both* sets of images. This is why we recommend to upload only similar assets at once.
- Remember to first review the available Keywords and complete as many of the Custom Fields as possible, then proceed to adding custom Tags.

> ❗ Remember that assets in Canto are only searchable if you add metadata. UIW only **requires** that at least one keyword is added in an asset to process your upload, but the more metadata you add, the richer your content and the easier it will be to search and find it.

Keywords, Tags, and Smart Tags

> ❓ **Additional Resources**
> Reference the Canto Support Article: Difference between Keywords and Tags for more help
> https://support.canto.com/en/support/solutions/articles/9000102274-difference-between-keywords-and-tags

- **Keywords** incorporate <u>larger categories</u>, common categories that apply to UIW (i.e., "Alumni", "Event")
- **Tags** are <u>more specific</u> to the individual asset loaded (i.e., "Alumni Easter Egghunt", "2018")

> ❗ When adding Tags, make sure to hit the **Enter** key to save the tag. You can add multiple tags at once by adding a "**,**" between tag names, then hitting **Enter** to save them all. You will know they're all saved when they appear as bubbles below the field.

- **Smart Tags**, are a bonus! They are added by Canto through their artificial intelligence capabilities, which "looks" at the asset and automatically adds what it sees applicable (i.e., "people," "grass," "eggs")

Custom Fields

- These were uniquely created for UIW, based on the types of assets we tend to load and/or need to quickly find.
- Reference the **Canto Configuration Guide** to view a list of the custom fields created for UIW and an explanation of their use.

Review & Approval of Assets

- Your assets will remain in this area until your assigned Canto Administrator reviews them, approves them, and places them in the correct folder and album in the main Canto Library.

❓ **Additional Resources**
Canto Help Center: https://support.canto.com/en/support/home
Short Canto Video Tutorials: https://www.canto.com/tutorials/